



January 3, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visa, Baybay City, Leyte

Thru: **Dr. Maria Juliet C. Ceniza**
VP for REI

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Luz O. Moreno** the following designations o without honorarium effective January 3, 2023 to December 31, 2023 unless sooner terminated due to lack of funds:

- Project Leader "National Abaca Germplasm Collection, Maintenance and Utilization (Phase VII) RJNA 87.018
- **Study Leader**, Study 1 "Collection, Morphological Characterization and Maintenance of Abaca Germplasm" coded as RJNA 87.018.S1.
- **Study Leader**, Study 2 "*Characterization and Chemical Composition of Abaca Fibers in the Germplasm Collection*" coded as RJNA 87.018.S2
- **Study Leader**, Study 3. "In-vitro Conservation and Maintenance of Abaca Germplasm and Optimization of Tissue-cultured Plantlets of 6 Recommended Abaca Varieties RJNA 87.018 S3

As Project and Study Leader, Dr. Moreno is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Implements the different activities of the program/project components;
2. Coordinate/link with other agencies in the implementation of the project;
3. Consolidate/Integrated report on the significant outputs/outcome of all components
4. Quarterly research programs reports to the OVPREI-RPO (Attachment 1)
5. Mid-year research progress reports every 1st week of July of every year (Attachment 2)
6. Annual research progress report every 1st week of January of the succeeding year (Attachment 3)
7. Present the research highlights or papers during the Research In-house Review and Evaluation (Attachment 4)
8. Present a paper in the regional/national R & D Symposia/for a (as scheduled by Consortium/National agency concerned with prescribed standard format).
9. Submit terminal report three (3) months after completion of research project (Attachment 5)
10. Publish articles of significant research findings in indexed/peer reviewed journals.

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned College Dean or Center Director and the Vice President for Research, Extension, and Innovation.